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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
15 October - 21 October 1986

I. Status of Tasks Assigned by Senior Management:

yes
A. In preparation for a Thursday dinner ~~party~~ to be hosted given by the DCI, the Office of Logistics, Printing and Photography Division (OL/P&PD) ~~will be printing and gold stamping the menu, place cards and tent cards. We have the scheduled completion dates of Tuesday morning for the menu, and Wednesday morning for the place cards and tent cards.~~ 29 October

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*
yes
B. The Directorate of Operations, Counter Terrorist Center, Operations & Analysis Group, Information Services Branch has requested a second printing of "Terrorists' Profiles". The Office of Logistics, Printing and Photography Division (OL/P&PD) is presently in the process of producing another 500 copies each of 2 volumes. Volume I is scheduled for completion the latter part of this week (20 October) with Volume II scheduled for mid-November.

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II. Items or Events of Major Interest that have Occurred During the Preceding Week

* A. The Office of Logistics, Printing and Photography Division (OL/P&PD) has been busy assisting the Office of Security on three different projects:

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yes
The Office of Logistics, Printing and Photography Division (OL/P&PD)
1. The Black & White unit of the Photography is working on a priority Branch had a large priority request last week consisting of 20 different jobs requiring 36 8X10 prints per job. Office of Security request

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No
2. A representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) spent 14

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C O N F I D E N T I A L

25X1 No hours installing a P&PD designed audio/video system in direct support of the Office of Security, Polygraph Division (OS/PPD) training efforts on 10 October. This endeavor required pulling cables, fabricating cable connections, and the installation/testing of equipment in 5 rooms in the new PD facilities [redacted] Building. P&PD has been actively involved in the technical support of the OS/PPD video-assisted training efforts for the past 4 years. [redacted]

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No * 3. A representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with the Chief, Office of Security, Headquarters Security Branch, Security Services Section, Identification Unit (OS/HSB/SSS/IU) to discuss upgrading the IU photographic facility. For the past several months P&PD has rendered technical advice regarding commercially available options for this project. It now appears that OS has allocated funding for this modernization of the Badge Office in its FY-1987 budget. Therefore, P&PD will provide technical assistance in the evaluation and selection of hardware that will satisfy OS requirements. Visits to other identification units within the Intelligence Community by OS and P&PD personnel will most likely be required to accomplish this task. At this time no completion date has been set for this project. [redacted]

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yes X B. ~~After many, many years the format for the Chiefs of State publication has finally been changed, from the long standing 6 X 9 perfect bind format to an 8 1/2 X 11 saddle stitched format. The number of pages have decreased with the new format, and the Bindery processing time has been significantly reduced.~~ The previous running of this publication required 49 hours of manpower in the Bindery, while the new format required 15 manhours. [redacted]

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25X1 C. The Office of Logistics, Printing and Photography Division (OL/P&PD) completed three Directorate of Administration (DA) brochures this week: [redacted]

No 1. The Combined Federal Campaign (CFC) brochure "Make A Dream Come True". This brochure will be circulated with the OL Staff Meeting Notes. It carries a group photo in addition to individual photos of OL's CFC chairpersons. The scheduled completion date of 17 October was met. [redacted]

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going or next staff notes.

C O N F I D E N T I A L

C O N F I D E N T I A L

2. The "Wage Grade Mid-Career" brochure. This brochure is one of the the better in-house brochures produced by P&PD. The back page, which is the result of the creative imagination within P&PD, is made up of candid photos of the many Wage Grade Mid-Career Course participants.

25X1 *No on this week's staff notes.*
yes

3. *OL reports that the brochure.* The "DDA Professional Careers with New Horizons" ~~brochure.~~ This is the last of a group of three brochures that was printed, ~~in house.~~ Twenty-thousand copies ~~have been printed and~~ will be disseminated ahead of the 24 October completion date. ~~A copy of this brochure is attached.~~

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III. Significant Events Anticipated During the Coming Week

A. Representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) will be attending the Graph Expo Show this week in Philadelphia, PA.

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IV. Management Activities and Concerns:

A. Arrangements are near complete for the Office of Logistics, Printing and Photography Division (OL/P&PD) Planning Conference. This year's session will be held at the Sheraton-Fredericksburg on 4 - 5 November.

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